

Best Practices


- Personal Appearance – Remote Notarization
- Proper Identification
- Determine Willingness and Awareness
- Journal Completion
- Scan Documents
- Sign and Stamp



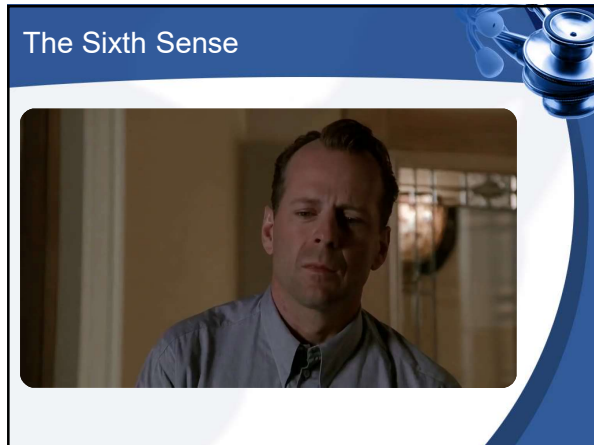
Notarizing in a Healthcare Setting

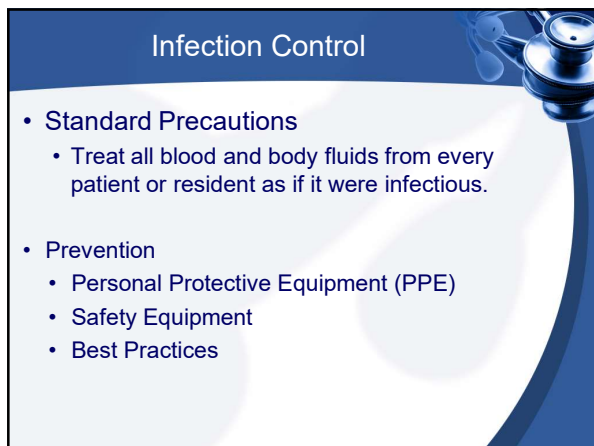
Hippocratic Oath / Notary Responsibility

- Just as physicians take an oath to treat their patients with certain care, so Notaries Public should pledge to treat every requestor with dignity and respect with the outcome of doing no harm.









Personal Protective Equipment

- Gloves
- Gowns
- Protective Eyewear
- Masks



Best Practices

- Wash hands or gel before entering a patient's room

– Hand washing is the best precaution to avoid the spread of infection.

Did you wash them?



Hand washing prevents disease.

Transmission Based Precautions

- Airborne
- Contact
- Droplet

Airborne

- Patients are located in negative airflow rooms.
- Notary - Gown / Gloves / Eyewear
 - TB
 - Measles
 - Chicken Pox / Shingles
 - SARS
 - Smallpox



Contact

- Patient's rooms will be clearly marked as "Contact Isolation."
- Notary – Gown / Gloves
 - MRSA
 - VRE
 - C Diff
 - RSV
 - Lice or Scabies



Droplet

- Risk of Microorganisms transmitted by coughing, sneezing
- Notary – Mask / Eye Shield
 - Influenza
 - Bacterial Meningitis
 - Whooping Cough
 - Some types of Pneumonia




Bloodborne Pathogens

- Transmitted through mucous membranes or open wounds – NOT through the air or casual contact.
- Needle stick
- Contact between infectious materials and eyes, nose, mouth, exposed opening in skin
 - HIV
 - HBV
 - HCV

Procedures for Notarization

Procedures for Ill and Handicapped Document Signers

- Determine Willingness and Awareness
 - Speak with the document signer alone
 - Watch for coercion
 - Must be able to communicate with the signer
- Coherent Communication
 - What about unconsciousness or coma?
 - Medications
 - Stroke or loss of voice




Procedures for Ill and Handicapped Document Signers

- Proper Identification
 - Review ID provided by the signer
 - Take into consideration the signer's physical condition
- Conflict of Interest
 - Notary should not be a beneficiary
 - If functioning as an employed Notary, know your company policy.

Procedures for Ill and Handicapped Document Signers


- Age
- Mental Illness





Universal Healthcare Documents

Contact Information



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